

Director of Collegiate Apprenticeships

Colorado Department of Higher Education

POSTING DATE: **May 25, 2021**

CLOSING DATE: **June 15, 2021**

COMPENSATION: **\$70,000-\$80,000 annually**

DESCRIPTION OF JOB:

This position works within the Colorado Department of Higher Education's Academic Affairs and Student Success team. The main responsibility of the Director is to manage COHELP, a four-year, \$12 million apprenticeship grant from the US Department of Labor; the grant will establish 5,000 apprenticeships in high demand healthcare occupations across Colorado. Beyond administering the grant, the Director ensures that COHELP's and CDHE's workforce initiatives/policies are in alignment with other state agencies, industry, and national best practices. The Director oversees and manages the cross agency COHELP team, while working with staff across CDHE on workforce related topics. The Director represents the department at various boards, commissions, and external meetings to further the goal of COHELP, and other department workforce projects.

Essential Duties & Responsibilities

- Oversee the implementation of the CO HELP grant
- Provide leadership and manage the CO HELPs staff, both internal and external
- Provide support for cross-agency workforce development efforts
- Lead CDHE's discussions on workforce development, including policy
- Work with CDHE staff to develop and implement statewide transfer agreements for work-based learning experiences
- Work with Executive Committee of CO HELPs to develop a sustainable model for program success beyond the CO HELPs grant cycle
- Collaborate with public and private partners to ensure the various workforce initiatives (including COHELP) compliment and align with the existing work-based learning ecosystem in Colorado
- Attend external board, commissions, and other meetings that the Department deems important for the success of COHELP and workforce development within Colorado's higher education system
- Work with institutions to expand work-based learning opportunities
- Work in coordination with CDHE's Director of Industry Partnerships

- Build a community of supporters and develop a broad and deep public awareness of CO HELP among industry, educators, community members and policy makers.

Knowledge, Skills and Abilities

REQUIRED QUALIFICATIONS:

- Ability to professionally act as representative of the Department and provide a clear understanding of the Department's goals and how the program's work assists in achieving those goals.
- Knowledge of how to distill and present dense information to various audiences
- Knowledge of Colorado work-based learning ecosystem
- Experience managing grants, annual budget and staff.
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail oriented
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint
- Data management experience

PREFERRED QUALIFICATIONS:

- Five-years work experience required in higher education higher education, workforce development, healthcare, work based learning or aligned fields preferred.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position, which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year. Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA).

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.